

# U. S. DEPARTMENT OF COMMERCE

## OFFICE OF INSPECTOR GENERAL

### JOB OPPORTUNITY

Announcement No: DOCOIG 03-14

Opening Date: July 7, 2003

Closing Date: August 5, 2003

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Title: Criminal Investigator

Series & Grade: GS 1811-13

Promotion Potential: None

Position Information: Full-time, Permanent

Salary Range: GS-13 (\$69,281 – \$90,068)

(w/special salary & locality pay)

Organization: Office of Investigations

Duty Location: Seattle, WA

Who May Apply: Current Career and Career-Conditional employees; Former Federal employees with reinstatement eligibility; and veterans eligible under the VEOA

Area of Consideration: Federal Government-wide

Number of Vacancies: 1

Relocation Expenses: Not authorized

(On-line announcement at <http://www.usajobs.opm.gov/> )

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FEDERAL CAREERS – CHALLENGE PLUS BENEFITS

## Commerce

-The U.S. Department of Commerce is an incredibly diverse federal agency encompassing 14 bureaus, each with a unique mission. Commerce operations run the gamut from economic forecasting, business development, and technological innovation to environmental stewardship, international trade, and export control. With so many focuses, the Department is a magnet for professionals of all interests and backgrounds. You can learn more about Commerce and its bureaus at [www.doc.gov](http://www.doc.gov).

## Office of Inspector General

-Employees in the Commerce Office of Inspector General (OIG) have the unique opportunity to be involved in the full range of departmental activities. Our job is to audit, investigate, and inspect Commerce-wide operations to ensure that they are properly run, to detect problems, and to recommend corrective action. Additional information about our organization may be found at <http://www.oig.doc.gov>. Commerce/OIG headquarters are located in the Herbert C. Hoover Building at 14<sup>th</sup> and Constitution Avenue, N.W. in Washington, DC--two blocks from the Federal Triangle metro stop. The building has an onsite fitness center, child-care center and cafeteria. OIG has local offices in Silver Spring and Suitland, Maryland, and regional offices in Seattle, Washington; Denver, Colorado; and Atlanta, Georgia.

## Employee Benefits

-As a permanent Federal employee, you will be entitled to a wide array of attractive benefits. These include annual and sick leave, comprehensive life, health, and long-term care insurance, retirement benefits, 10 paid holidays each year, a Thrift Savings Plan, and childcare and transportation subsidy programs. Visit <http://www.usajobs.opm.gov/EI61.htm> to learn more about Federal employee benefits.

## **JOB DETAILS**

## Duties

-You will serve as a criminal investigator in the Seattle Resident Office with responsibility for planning and conducting investigative assignments involving criminal, civil, and/or administrative allegations. These allegations typically relate to issues concerning contract, grant and procurement fraud; conflicts of interest; bribery and gratuities; theft/embezzlement; federal program fraud; false statements; and false claims. Under the immediate supervision of the Special Agent in Charge, you will plan and conduct investigations; examine and analyze books and records; interview and take sworn statements from witnesses; document investigative findings; prepare investigative memorandums and reports of investigation; execute search and arrest warrants; and testify before judicial and administrative tribunals. You will also maintain liaison and represent the Special Agent in Charge in relationships with Department officials, other government agencies, and law enforcement organizations.

## Special Employment Requirements

- Criminal Investigator positions have specific, stringent medical qualification requirements relating to physical exertion, manual dexterity, vision, hearing, and emotional and mental stability. Prior to appointment, you must pass a pre-employment medical examination by an authorized government physician and be determined physically fit to perform the strenuous and physically demanding duties of this position. *Any physical condition that would cause you to be a hazard to yourself or others is disqualifying.* In addition, you will be subject to periodic medical examinations. Failure to meet medical requirements may result in reassignment or other appropriate personnel action. For additional information about these requirements, see the individual qualification standard for the Criminal Investigator, GS 1811 series (available online at <http://www.opm.gov/qualifications/SEC-IV/B/GS1800/1811a.HTM> ).

- Prior to appointment, you must also successfully complete a drug-screening test. You would also be subject to random drug testing because this position has been designated as a Testing Designated Position (TDP).

- In accordance with 5 U.S.C. 8335(b), this position is approved for special retirement coverage for law enforcement officers and firefighters under the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Under this provision, criminal investigators must be able to reach retirement eligibility by

*age 57. Therefore, unless you are presently, or have previously, served as a Federal civilian law enforcement officer, you must be appointed to this position before reaching your 37<sup>th</sup> birthday.*

-You will be required to qualify with and use firearms and other weapons as part of assigned duties and to maintain such qualifications. Because of an amendment to Title 18, United States Code, 922(g)(9), which became effective September 30, 1996, and is referred to as the Lautenberg Amendment, applicants are ineligible for this position if at any time they have been convicted in any court of a misdemeanor crime of domestic violence, unless conviction was expunged, set aside or the applicant received a pardon. If selected, you must provide a certified statement that no conviction of a misdemeanor crime of domestic violence, within the meaning of Title 18, United States Code, Section 922(g)(9), has occurred.

-You must also successfully complete a background security investigation prior to appointment, and be able to obtain and retain a security clearance.

-In this position, travel is necessary. You must be willing to work long and irregular hours (annual average of 10 hours per workday), and to accept geographic reassignments to meet agency needs. You must possess and maintain a valid state driver's license and be qualified to operate a privately owned or government motor vehicle.

-Upon appointment, you will be required to file a confidential financial statement.

## **JOB QUALIFICATIONS**

### **Minimum Qualification Requirements**

-To meet the minimum qualification requirements for this position, your application must document one year of performing criminal investigator duties, which are equivalent to the GS-12 grade level. Your experience should demonstrate accomplishment of investigative cases requiring application of the knowledge of various Federal criminal laws, as well as the rules of procedure and evidence. Examples may include cases involving internal security problems, agency, industrial, or commercial accounting or record keeping practices, fraudulent practices, invasion of privacy, national security, subversive organizations, etc.

### Required Knowledge, Skills, and Abilities (KSAs)

-Include with your application a separate written statement for each of the KSAs listed below. Provide specific examples of how your experience and/or education meet each one. *(You must address the KSAs to be considered for this position.)*

1. Knowledge of generally accepted investigative principles and techniques.  
*(Describe your knowledge of and experience with generally accepted investigative principles and techniques.)*

2. Skill in communicating effectively, both orally and in writing. *(Describe your experience in interviewing, interrogation, briefing, documenting investigative findings, and preparing investigative summaries and reports.)*

3. Ability to analyze facts. *(Describe your experience analyzing facts and/or figures during the course of an investigation.)*

4. Ability to work effectively with peers and other law enforcement organizations.  
*(Describe your experience working effectively with your peers and members of other law enforcement organizations.)*

## **APPLICATION REQUIREMENTS**

*-You must provide all required documentation, including KSAs, to receive consideration for this vacancy.*

*-Due to maximum entry age restrictions, you must also include your date of birth in your application package.*

### All Applicants

-Submit either a resume or an Optional Application for Federal Employment (OF-612), being sure to include all information specified in *Applying for a Federal Job* (OF-510). For help in creating an acceptable resume for federal employment, or for copies of the OF-612, OF-510, and other job-related documents, visit <http://www.usajobs.opm.gov/forms.htm>, or contact OPM's self-service phone system (478-757-3000 or for TDD, 478-744-2299).

### Current/Former Federal Employees

-Career/career-conditional employees or former employees who have reinstatement eligibility may want to be considered under both merit staffing and competitive procedures. To receive dual consideration, you must submit two complete applications. If you submit one application, you will be considered under merit staffing procedures only. You must also include a copy of your most recent performance appraisal and Notification of Personnel Action (SF-50), or a copy of the SF-50 that reflects your career or career-conditional tenure. If you are currently on an excepted service appointment, but have previously held a competitive service appointment, attach the SF-50, which reflects your previous career or career-conditional status.

### Surplus/Displaced Federal Employees

-You may be entitled to receive special hiring consideration under the Department of Commerce Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP). For specific details on eligibility requirements, visit <http://www.opm.gov/ctap/index.htm> . To receive consideration for special priority selection, you must be *well-qualified* (i.e., meet the three-point level described in the crediting plan for the position). You must also submit a copy of the agency separation notice, a copy of your most recent performance rating, and a copy of your most recent SF 50, which reflects your current or former position, grade level, and duty location. Be sure to clearly indicate this eligibility on your application.

### Current Excepted Service Employees

-You may be eligible for special noncompetitive consideration for this vacancy if you hold a job in the Veterans' Readjustment, Disabled Veteran, Student Career Experience, Presidential Management Intern, or Severely Physically Handicapped Persons programs; or work in an excepted service agency that has an interchange agreement with OPM. Additional information can be found at <http://www.opm.gov/employ/html/sroa2.htm> . Be sure to clearly indicate such eligibility on your application.

## Veterans

-If you are a veteran, you may have special rights and privileges for Federal civil service employment. You can obtain the latest information on special veterans' employment programs and veterans' preference entitlements at <http://www.opm.gov/veterans/>. If you qualify for 5-point veterans' preference, include a copy of your Certificate of Release or Discharge from Active Duty (DD 214) with your application. If you qualify for a 10-point preference, you must submit an Application for 10-Point Veterans' Preference (SF-15) plus any additional documentation the form requires.

## APPLICATION PROCESS

### Submission of Applications

***- YOUR APPLICATION AND ALL SUPPORTING DOCUMENTATION MUST BE RECEIVED IN THE OIG HUMAN RESOURCES OFFICE BY THE CLOSING DATE OF THIS ANNOUNCEMENT TO RECEIVE CONSIDERATION FOR THIS VACANCY.***

***-Please include the vacancy announcement number on all application materials, including those sent separately.***

-You may mail or hand deliver your application to: US Department of Commerce, Office of Inspector General, Human Resources Management Division, Room 7713, 14<sup>th</sup> & Constitution Avenue, N.W., Washington, D.C. 20230. *Anthrax concerns have caused significant delays in US Post Office mail processing, which has resulted in the untimely receipt of applications. Therefore, we strongly recommend that you submit your application by email, fax, or hand delivery, rather than by mail.*

-You may fax your application from a *non-federal* fax machine to (202) 482-3006.

-You may send your application by email, if it is in MS Word format, to [jobs@oig.doc.gov](mailto:jobs@oig.doc.gov). *All supporting documents for your application which cannot be transmitted electronically (i.e., DD 214, transcripts, KSAs, etc.,) must be received in the Human Resources Office by the closing date of the announcement. We recommend these documents be faxed to the telephone number listed above.*

### Notification to Applicants

-We will notify you of your eligibility/ineligibility for this vacancy. If you have a personal email address, you may include it in your application to provide us with an additional means of contacting you about this job. Notification of our final selection will go to the successful applicant only. For information on the status of your application, call (202) 482-4948 or send a request via e-mail to [jobs@oig.doc.gov](mailto:jobs@oig.doc.gov).

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*Department of Commerce/Office of Inspector General is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status, or other differences.*

*Department of Commerce/Office of Inspector General provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.*